## 

**Member Handbook**

**2008-2009**

**TABLE OF CONTENTS**

[Mission Statement 2](#_Toc207773086)

[The Role of XYZ 2](#_Toc207773087)

[**Activities** 2](#_Toc207773088)

[**Ongoing Discussions** 2](#_Toc207773089)

[Who are the Members of XYZ? 2](#_Toc207773090)

[To All XYZ Members: 3](#_Toc207773091)

[Current Officers 4](#_Toc207773092)

[Terms of Office & Method of Elections 4](#_Toc207773093)

[Job Descriptions & Responsibilities 5](#_Toc207773094)

[Meeting Dates 2008-2009 6](#_Toc207773095)

[Directions 6](#_Toc207773096)

[Resources 7](#_Toc207773097)

[Wikispace: XYZNJ 9](#_Toc207773098)

[Member Directory 10](#_Toc207773099)

[Atlantic Cape Community College 10](#_Toc207773100)

[Bergen Community College 10](#_Toc207773101)

[Brookdale Community College 11](#_Toc207773102)

[Burlington County College 11](#_Toc207773103)

[Camden County College 12](#_Toc207773104)

[Cumberland County College 12](#_Toc207773105)

[Essex County College 13](#_Toc207773106)

[Gloucester County College 13](#_Toc207773107)

[Hudson County Community College 14](#_Toc207773108)

[Mercer County Community College 14](#_Toc207773109)

[Middlesex County College 15](#_Toc207773110)

[Morris, County College of 16](#_Toc207773111)

[NJ Council of County Colleges 16](#_Toc207773112)

[Ocean County College 17](#_Toc207773113)

[Passaic County Community College 17](#_Toc207773114)

[Raritan Valley Community College 18](#_Toc207773115)

[Salem Community College 19](#_Toc207773116)

[Sussex County Community College 19](#_Toc207773117)

[Union County College 20](#_Toc207773118)

[Warren County Community College 20](#_Toc207773119)

# Mission Statement

The Association of New Jersey Community College Continuing Education Administrators (XYZ) is dedicated to assisting continuing education professionals meet the goals of his or her community college. By sharing information, resources, expertise and experiences, as well as understanding the demographic, technological and economic conditions of New Jersey, XYZ helps each member school to excel in the field of continuing education.

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# The Role of XYZ

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| Activities | Ongoing Discussions |
| * Annual Professional Day * Networking * Workspaces/List Serve * Monthly meetings * Sharing information from professional meetings & conferences * Distributing catalogs & publications * Mentoring * New members receive valuable resources and statewide contacts * Welcome committee provides new members with an XYZ Member Handbook * Immediate access to member expertise | * Technology – Innovations and uses * Share information about professional responsibilities and duties * Collaboration opportunities * Best programs * Marketing strategies to increase enrollment, revenue and educational opportunities * Evaluation strategies * Legal & health issues * Registration & refund processes & procedures * Instructor handbooks * Information about vendors * Instructor referrals & recruitment * Certification standards |

# Who are the Members of XYZ?

Members include administrators representing 19 New Jersey Community Colleges who are involved with non-credit courses and programming. Our titles include:

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| * Program Administrators & Coordinators | * Administrators |
| * Managers & Supervisors | * Directors & Assistant Deans |

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# To All XYZ Members:

With fewer resources, greater competition and exceedingly rapid changes within New Jersey’s business, manufacturing and health sectors, our jobs have become more and more challenging and demanding. As our challenges and responsibilities have grown, so too has the need for an effective, dynamic professional association. Fortunately, XYZ has grown to meet increased member needs. Under the skilled leadership of Keith Kirkland, Eve Azur and Yvonne Chang, XYZ has flourished and matured into an ever more vibrant organization with many successes. We have become a community of professionals where friendships enhance our knowledge and ability to excel in our field.

I am excited about working with you and XYZ officers Brenda Fisher, Linda Martin, Jaci Teune and Nancy Nicholson in our shared pursuit of excellence. Building on the legacy of past XYZ accomplishments, we would like to focus on the following items during the next year:

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| * Increasing attendance and participation at meetings * Expanding involvement of XYZ officers * Including more content at meetings * Co-Op marketing – Creating a stronger online presence for member institutions. | * Learning about technology and using it to: * Share documents and information easily between members * Build more efficient XYZ operations * Market our programs in innovative ways at our respective institutions |

In the last few years, we have accomplished a great deal at XYZ. Working together, I am confident we will continue that tradition. We look forward to working WITH you and FOR you.

Warm Regards,



Lynn Lederer, Ed.M

Director, Professional & Community Programs

Middlesex County College

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# Current Officers

|  |  |  |
| --- | --- | --- |
| Lynn Lederer  Middlesex County College  732.906.7740  [**Lederer@middlesexcc.edu**](mailto:Lederer@middlesexcc.edu) | President | 2008-2010 |
| Brenda Fisher  Raritan Valley  908 526.1200 x 8367  [**bfisher@raritanval.edu**](mailto:bfisher@raritanval.edu) | Vice President | 2007-2009 |
| Linda Martin  Brookdale Community College  732.224.2303  [**lmartin@brookdalecc.edu**](mailto:lmartin@brookdalecc.edu) | Secretary | 2007-2009 |
| Jaci Teune Sussex County Community College  973.300.2143  [**jteune@sussex.edu**](mailto:Jteune@sussex.edu) | Treasurer | Rolling term of  office |
| **Nancy Nicholson**  Mercer County Community College  609-570-3574 [Nicholsn@mccc.edu](mailto:Nicholsn@mccc.edu) | Meeting Coordinator | Rolling term of  office |

# Terms of Office & Method of Elections

* Positions will be 2-Year Terms - (Except for Treasurer, a rolling term position)
* Individuals can re-run for a position, but must wait one-term to do so (With the exception of someone who steps down from his or her position)
* May: Nominations, June: Elections, September: Positions begin
* Elections for the President position fall on even years
* Elections for the Vice President and Secretary will fall on odd years
* Pre-election, a volunteer nomination committee will seek candidates who may wish to run for June elections
* Nominee committee is to serve 2 year term

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# **Job Descriptions & Responsibilities**

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| President   1. Monthly Meeting Responsibilities:    1. Set agenda: contacting schools as appropriate    2. Contact Mercer for room & refreshments    3. Facilitate meeting    4. Notify members (via e-mail) of meeting announcement, agenda, minutes; one week prior to meeting    5. Attendance commitment a priority 2. Prime contact for XYZ association    1. Guest speakers    2. Outside contacts    3. Professional Development Day speakers 3. Annual Professional Development Day    1. Must be member of Professional Development Committee; act as liaison with members    2. Facilitate duties of Coordinator    3. Act as host (provide welcome, acknowledgements, introductions, etc.) | Vice President   1. Support Chair in responsibilities & duties 2. Facilitate meeting in Chair’s absence 3. Assist in contacting members when necessary (programming, emergency closings, etc.) 4. Professional Day Committee member 5. Attendance commitment a priority   Secretary   * 1. Meeting Minutes      1. Take accurate notes of monthly meetings      2. Write up and e-mail to Chair one week prior to next meeting   2. Professional Development Day      1. Act as Secretary for Professional Development committee      2. Serve as committee member      3. Develop brochure: hard copy mailed to members, e-mail to colleges   3. Additional duties      1. Responsible for all necessary correspondence      2. Maintain/update XYZ directory |
| Treasurer  A. Monthly Meeting   * + - 1. Provide account balance, membership & bank fees       2. Distribute treasurer’s report to members   B. Annual Duties  1. Provide financial report of year’s fiscal activities, including bank statements  2. Distribute year-end report to all members  C. Send and track invoices to members | Meeting Coordinator  1. Monthly meetings and Annual Professional Day 2. Schedule conference center space 3. Place food requests 4. Coordinate with treasurer for payment 5. Arrange media requests 6. Liaison with conference center manager as needed   B. Serves on Professional Day committee |

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# Meeting Dates 2008-2009

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| * September 19 * October 17 * November 21 | * January 16 * February 20 * March 20 | * April 17 * May 15 * June 12 |

# Directions

*All meetings take place at Mercer County Community College’s Conference Center located in West Windsor.*

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| **From North or South via US 1**   * Exit onto Quakerbridge Road, South 533 * After two miles, left onto Hughes Drive * Follow Hughes Drive past Mercer County Park entrance * Campus entrance is on left  From North via NJ Turnpike  * NJ Turnpike Exit 8. * Follow signs onto Rt. 133 West (the new bypass) toward Princeton. * Take Rt. 133 West to the end exit immediately onto Rt. 571 West. * Move immediately to the far left turning lane and turn left on to Rt. 535/Old Trenton Road. * Follow Rt. 535/Old Trenton Road for approximately 5 miles. * The College and Conference center are on the right.   **From East**   * Take Rt. 33 West and follow until you see signs for Rt. 133 West (the new bypass route). * Make a right turn onto Rt. 133 West. * Take Rt. 133 to the end and exit immediately onto Rt. 571 West. * Move immediately to the far left turning lane and turn left on to Rt. 535/Old Trenton Road. * Follow Rt. 535/Old Trenton Road for approximately 5 miles. * The College and Conference center are on the right. | **From North or South via Interstate 95/295**   * Take Interstate 95 (which becomes Interstate 295) to Exit 65A, Sloan Ave. E. * East on Sloan Ave. (becomes Flock Rd.) to end (Edinburg Rd.) * Left onto Edinburg Rd. to campus entrance (jug handle right)   **From South via NJ Turnpike**   * Turnpike Exit 7A (Interstate 195) * West on I-195 to Exit 5B (first exit off I-195) * North on NJ 130 to second light - make left onto Robbinsville Allentown Road (526W) * Go through traffic light and make immediate right onto Robbinsville Edinburg Road (526W) * At the end of (526W), make left onto Old Trenton Road (535) * Follow (535) for two miles to campus entrance on right, after Mercer County Park |

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# Resources

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| **A** | | | |  |
| Accuplacer information from the College Board…... | | | | **http://www.collegeboard.com/student/testing/accuplacer/accuplacer-tests.html** |
| American Association of Community Colleges……. | | | | [**www.aacc.nche.edu/**](http://www.aacc.nche.edu/) |
| American Society for Training and Development…. | | | | **www.astd.org/** |
| **B** | | | |  |
| Business network site owned by CBS..…………….. | | | | **www.bnet.com/** |
| **C** | | | |  |
| Community College Foundation……..……………… | | | | [**www.communitycollege.org**](http://www.communitycollege.org) |
| Center for Community College Policy ……………… | | | | **http://www.communitycollegepolicy.org/** |
| Community College Research Center……………… | | | | [**http://ccrc.tc.columbia.edu/**](http://ccrc.tc.columbia.edu/) |
| **Community College National Center for Community Engagement.…………………………………………..** | | | | [**www.mc.maricopa.edu/other/engagement/index.jsp**](http://www.mc.maricopa.edu/other/engagement/index.jsp) |
| Council for the Study of Community Colleges. …… | | | | [**www.cscconline.org**](http://www.cscconline.org) |
| **E** | | | |  |
| **ERIC:** Department of Education information system provides access to education literature & resources | | | | [**www.eric.ed.gov**](http://www.eric.ed.gov) |
| **G** | | | |  |
| **Grants** | State of NJ. .……………………………… | | | **www.state.nj.us/nj/govinfo/njgov/grants.** |
| State of NJ Dept. of Education. ………… | | | **www.nj.gov/education/grants/gropps.shtml** |
| Civic Ventures…………………………….. | | | **www.civicventures.org/communitycolleges/** |
| **J** | | | |  |
| Jobs in higher education. …………………………… | | | | **www.higheredjobs.com/** |
| **L** | | | |  |
| League for Innovation in the Community College…. | | | | [**www.league.org/index.cfm**](http://www.league.org/index.cfm) |
| LERN. ………………………………………………… | | | | **www.lern.com/** |
| **N** | | | |  |
| **National** | | Adult Education Professional Development Consortium. …………… | | [**http://naepdc.org/index.html**](http://naepdc.org/index.html) |
|  | | Center for the Study of Adult Learning and Literacy. …………….…………….. | | [**www.ncsall.net**](http://www.ncsall.net) |
|  | | **Community College Chair Academy: Prepares** community college leaders... | | [**www.mc.maricopa.edu/chair**](http://www.mc.maricopa.edu/chair) |
| New Jersey | | | Council of Community Colleges … | [**www.njcc.orghttp**](http://www.njcc.orghttp) |
| Presidents' Council ………......…… | [**www.njpc.org/**](http://www.njpc.org/) |
| Higher Education Network …..…… | [**www.njedge.net/http://**](http://www.njedge.net/http://) |
| Census Info: Quick facts………….. | **http://quickfacts.census.gov/qfd/states/34000.html** |
| P | | | |  |
| Pathways to Technology …………………………….. | | | | [**www.pathwaystotechnology.org/**](http://www.pathwaystotechnology.org/) |
| **U** | | | |  |
| University Business Management …………………. | | | | **www.universitybusiness.com/** |

# Wikispace: XYZNJ

A Wikispace is a web site that allows those with access to view, post and edit information and participate in discussions on the site. It looks like a standard web page, but it is so simple to use that anyone – depending on the permissions set by the organizers – can view or add resources and join in the discussions.

The initial site is open to the public to view, but only members are allowed to modify content and be included in the discussions. XYZNJ is searchable on Google. That means we must be CAREFUL about what we post on the site! Anyone can view it. At some point we may want to explore upgrading our space to create a completely private wiki where only members would be allowed access.

All members of XYZ qualify for admission to XYZNJ. If you have not received your invitation via email by September 30, 2008 visit [www.wikispaces.com](http://www.wikispaces.com) and follow the following directions:

* Complete the form on the right side of the web page in the “Join Now” area using the email address where you receive XYZ information.
* Submit the form
* Answer the wiki-email that will be sent to you.
* Log into your Wikispace where you will see an invitation to join the XYZNJ wiki across the top of the page

If you are unsuccessful, contact a member of the board.

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| Member Directory |  |
| Atlantic Cape Community College East Campus Building T  5100 Blackhorse Pike  Mays Landing, NJ 08330  [**www.atlantic.edu**](http://www.atlantic.edu)  **XYZ**  **Ghyll Theurer**, Program Developer  Health Professions Institute  (609) 343-5652  **Fax**: (609) 343-5661  [**gtheurer@atlantic.edu**](mailto:mhoag@atlantic.edu)    **Jeff Wenzel**, Program Developer Continuing Education  (609) 343-5658 **Fax:** (609) 343-5661  [**jwenzel@atlantic.edu**](mailto:jwenzel@atlantic.edu)    NOTE  **Carol Drea**, Director  Corporate Training & CCI  (609) 343-4816 **Fax:** (609) 343-4867  [**drea@atlantic.edu**](mailto:drea@atlantic.edu)  **SCEO**  **Patricia A. Gentile (Owens)**, Dean  Continuing Education and Resource Development  (609) 343-5686 **Fax:** (609) 343-5661  [**pgentile@atlantic.edu**](mailto:wexler@atlantic.edu)  Other  **Jean McAlister,** Associate Dean  Continuing Education Operations  (609) 343-5688 **Fax:** (609) 343-5661  [**mcaliste@atlantic.edu**](ldolan@atlantic.edu)  **Sherwood Taylor**, Director  Institute for Service Excellence  and Continuing Education Marketing  (609) 343-5689 **Fax:** (609) 343-5690  [**staylor@atlantic.edu**](mailto:staylor@atlantic.edu) | Bergen Community College 400 Paramus Road, Technology Education Center, Paramus, NJ 07652-1595  (201) 447-7488 **Fax:** (201) 447-7861  [**www.bergen.edu**](http://www.bergen.edu)  XYZ  Ria Bloss  Program Supervisor  (201) 447-7466 **Fax**: (201) 447-7861  [**rbloss@bergen.edu**](mailto:rbloss@bergen.edu)  **NOTE**  **(vacant)**  **SCEO**  **Ilene Kleinman,** Director  Division of Continuing Education  (201)-447-7160 **Fax:** (201)-447-7861  [**ikleinman@bergen.edu**](ikleinman@bergen.edu) |

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| Brookdale Community College 765 Newman Springs Road  Lincroft, NJ 07738  (732) 224-2345  [**www.brookdalecc.edu**](http://www.brookdalecc.edu)  Division of Outreach, Business & Community Development  XYZ  **Sue Craig,** Director  Career Training  (732) 224-2308 **Fax:** (732)-224-2444  [**scraig@brookdalecc.edu**](mailto:scraig@brookdalecc.edu)  **Riina Van Rixoort,** Director  Community Services and Marketing  (732) 224-2130 **Fax:** (732)-224-2664  [**rvanrixoort@brookdalecc.edu**](mailto:rvanrixoort@brookdalecc.edu)  **Linda Martin,** Program Administrator  732-224-2303 **Fax**: (732) 224-2664  [**lmartin@brookdalecc.edu**](mailto:lmartin@brookdalecc.edu)  NOTE  **Jim McCarthy,** Director  Business Training  (732) 224-2186 **Fax:** (732) 224-2444  [**jmccarthy@brookdalecc.edu**](mailto:jmccarthy@brookdalecc.edu) SCEO **Linda Milstein,** VP  Outreach, Business & Community Development  (732) 224-2214 **Fax:** (732) 224-2444  [**lmilstein@brookdalecc.edu**](mailto:lmilstein@brookdalecc.edu)  SCEO alternate  **Marie Lucier,** Executive Director  Outreach, Business & Community Development  (732) 224-2719 **Fax:** (732) 224-2444  [**mlucier@brookdalecc.edu**](mailto:mlucier@brookdalecc.edu) | Burlington County College 601 Pemberton Browns Mills Road  Pemberton, NJ 08068  (609) 894-9311 **Fax:** (609) 894-0764  [**www.bcc.edu**](http://www.bcc.edu)  XYZ  **Deirdre Amar,** Program Manager  Institute for Professional Development  609-877-4520 x 3020 **Fax:** 609-877-5243  [**damar@bcc.edu**](mailto:damar@bcc.edu)  **Fawn Mutschler**  [**fmutschler@bcc.edu**](mailto:fmutschler@bcc.edu)  **NOTE**  **Lewis J. Nagy,** Director  Business & Workforce Development  (609) 267-5618 x 4545 **Fax:** (609) 267-5165  [**lnagy@bcc.edu**](mailto:lnagy@bcc.edu)  **SCEO**  **Sharon Rogers**, Director  Institute for Professional Development  (609)-877-4520 x 3028 **Fax:** (609) 877-5243  [**srogers@bcc.edu**](mailto:srogers@bcc.edu)  **Other**  **Roy Miller**, Manager  Non-Credit Programs  (609)-894-9311 x 1478  [**rmiller@bcc.edu**](mailto:rmiller@bcc.edu)  **Edward Filipski,** Coordinator  Aquatic Programs  (609) 894-9311 x1496  **Linda Bennett,** Director  RSVP & LIFE Programs  (609) 894-3311 x1498 |

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| Camden County College P.O Box 200  Blackwood, NJ 08012  (856) 227-7200 **Fax:** (856) 374-4861  [**www.camdencc.edu**](http://www.camdencc.edu)  **XYZ**  **Sheri Porreca**, Director  Continuing Education Programs  (856) 227-7200C x 4273 **Fax**: (856) 374-4861  [**sporreca@camdencc.edu**](mailto:sporreca@camdencc.edu)  **NOTE**  **William Mink,** Dean  Continuing Education  (856) 874-6023  [**wmink@camdencc.edu**](mailto:wmink@camdencc.edu)  **SCEO**  **Ed McDonnell**, VP  Economic Development/Dean of Rohrer Center  **(**856) 874-6025 **Fax:** (856) 874-6026  [**emcdonnell@camdencc.edu**](mailto:emcdonnell@camdencc.edu) | Cumberland County College 3322 College Drive  Vineland, NJ 08360  (856) 691-8600 **Fax:** (856) 696-2417  [**www.cccnj.edu**](http://www.cccnj.edu)  **XYZ**  **Megan Hart-Macy,** Program Administrator  Professional & Community Education  (856) 691-8600 x232 **FAX:** (856) 696-2417  [**mhartmacy@cccnj.edu**](mailto:mhartmacy@cccnj.edu)    **NOTE**  **Vicki Simek,** Acting Executive Director  Professional & Community Education  (856) 691-8600 x 233  [**vsimek@cccnj.edu**](mailto:vsimek@cccnj.edu)    **SCEO**  **Vicki Simek,** Acting Executive Director  Professional & Community Education  (856) 691-8600 x 233 **Fax:** (856) 696-2417  [**vsimek@cccnj.edu**](https://infonet.middlesexcc.edu/exchange/sbryant/Inbox/XYZ-2.EML/azare/eudora/Eudora/attach/vsimek@cccnj.edu) |

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| Essex County College 303 University Ave.  Newark, NJ 07102  (973) 877-3400 **Fax:** (973) 877-3044  [**www.essex.edu**](http://www.essex.edu)  XYZ  **Keith Kirkland,** Associate Dean  Community & Extension Programs  (973) 877-3105 **Fax:** (973) 228-4710  [**kirkland@essex.edu**](mailto:kirkland@essex.edu)  **NOTE**  **Maureen Behr,** Director  Corporate & Business Training  (973) 642-1321 **Fax:** (973) 642-7649  [**behr@essex.edu**](mailto:behr@essex.edu)  **SCEO**  **Charles Lovallo**, Dean  Community & Continuing Education  (973) 877-3400 **Fax: (**973) 623-6055  [**lovallo@essex.edu**](mailto:lovallo@essex.edu)  **Mitra Choundhurdy,** Director  Training Inc.  (973) 642-2622) **Fax:** (973) 642-7649 | Gloucester County College 1400 Tanyard Road  Sewell, NJ 08080  (856) 468-5000 **Fax:** (856) 468-7023  [**www.gccnj.edu**](http://www.gccnj.edu)  **XYZ**  **Wendy Venable,** Administrator  Continuing Education  (856) 468-5000 x 5502 **Fax**: (856) 384-6324  [**wvenable@gccnj.edu**](wvenable@gccnj.edu)  **NOTE**  **Allen Magid**, Sales Manager  (856) 468-5000 x 5503  **Fax: (**856) 384 6324  [**amagid@gccnj.edu**](mailto:spratt@gccnj.edu)  **SCEO**  **Patricia Claghorn**, Dean  Continuing Education  (856) 468-5000 x 5504  **Fax:** (856) 468-7023  [**pclaghorn@gccnj.edu**](mailto:mpennell@gccnj.edu)  **Brigette Satchell,** Assistant Dean  Continuing Education  (856) 468-5000 x 6226  [bsatchell@gccnj.edu](mailto:bsatchell@gccnj.edu)  **Other**  **(vacant)** Director  Adult Basic Education |

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| Hudson County Community College 25 Journal Square,  4th Floor  Jersey City, NJ 07306  (201) 714-7100  **[www.hudson.edu](http://www.hudson.cc.nj.us)**  XYZ  **Sam Lumbsden,** Director  Adult Basic Education & Language Programs  (201)-360-4245 **Fax: (**201)-653-1351  [**slumbsden@hccc.edu**](skenyon@hccc.edu)  **NOTE**  **(vacant)**Director  Center for Business & Industry  (201) 418-7806  [**ddefrancesco@hccc.edu**](mailto:ddefrancesco@hccc.edu)  **Nicholas Micucci**, Associate  Business Development  (201) 360-4247  [**nmicucci@hccc.edu**](nmicucci@hccc.edu)  **SCEO**  **Eric Friedman,** Dean  Continuing Education  (201) 360-4646 **Fax**: (201) 795 4641  [**efriedman@hccc.edu**](mailto:efriedman@hccc.edu) | Mercer County Community College P.O. Box B  Trenton, NJ 08690  1200 Old Trenton Road  West Windsor, NJ 08550  (609) 570-3311 (609) 586-4800  **Fax:** (609) 570-3883 [**www.mccc.edu**](http://www.mccc.edu)  **XYZ**  Nancy Nicholson, Coordinator  Community Education  The Center for Continuing Studies  Mercer County Community College  **Nicholsn@mccc.edu**  609-570-3574 - Fax 609-570-3883  **NOTE**  Elaine Weinberg, Director  Center for Training & Development  (609) 570-3612  [**eweinbe@mccc.edu**](eweinbe@mccc.edu)    SCEO  **Lynn Coopersmith**, Dean  Organization Development & Community Programs  (609) 570-3241  [**LBC@mccc.edu**](mailto:LBC@mccc.edu)  Other  **Michael Glass**, Director  Statewide Training  [**mglass@mccc.edu**](mailto:mglass@mccc.edu) |

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| Middlesex County College 2600 Woodbridge Ave  P.O Box 3050  Edison, NJ  08818-3050  (732) 548-6000 **Fax:** (732) 906-2521  **[www.middlesexcc.edu](http://www.middlesex.cc.nj.us)**  XYZ  **Lynn Lederer**, Director  Professional & Community Programs  (732) 906-7740 **Fax:** (732) 906-7741  [**lederer@middlesexcc.edu**](mailto:lederer@middlesexcc.edu)  **Elaine Berlin,** Assistant Director  Professional & Community Programs  (Summer Camp Coordinator)  (732) 906-7740  [**eberlin@middlesexcc.edu**](mailto:eberlin@middlesexcc.edu)  **Susan Edwards,** Coordinator  Allied Health  [**sedwards@middlesexcc.edu**](mailto:sedwards@middlesexcc.edu)  **NOTE**  **Patricia Moran**, Director  The Institute for Management & Technical Development  (732) 906-4681 **Fax:** (732) 906-4689  [**pmoran@middlesexcc.edu**](mailto:pmoran@middlesexcc.edu)  **SCEO**  **Mary Ann Conners**, Dean  Division of Corporate & Community Education  (732) 906-4681 **Fax:** (732) 906-4689  [**mconners@middlesexcc.edu**](mailto:mconners@middlesexcc.edu) | **Other**  **Tracy Montani,** Director  Career Training Center  (732) 906-4158 **Fax:** (732) 906-2623  [**tmontani@middlesexcc.edu**](mailto:tmontani@middlesexcc.edu)  **Jo Ann Lyons,** Director  Operations & Systems Management  (732) 906-2556 **Fax:** (732) 9062521  **jlyons@middlesexcc.edu**  **Adrienne Smith,** Director  Childcare Center  (732) 906-7764 |

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| Morris, County College of 214 Center Grove Rd.  Randolph, NJ 07869  (973) 328-5000 **Fax:** (973) 328-5082  [**www.ccm.edu**](http://www.ccm.edu)  **XYZ**  **Linda Lower**, Coordinator  Community Programs  (973) 328-5182  [**llower@ccm.edu**](mailto:llower@ccm.edu)  **NOTE**  **Robert Lipka**, Manager  Center for Business & Technology  (973) 328-5185  [**bperkins@ccm.edu**](mailto:bperkins@ccm.edu)  **SCEO**  **Dr. Jane A. Armstrong**, Dean  Corporate & Community Programs  (973) 328-5083 **Fax:** (973) 328-5082  [**cdecastr@ccm.edu**](mailto:cdecastr@ccm.edu)  **Other**  **Marina Cupo,** Coordinator  Workplace ESL  (973) 328-5073  [**ljohnson@ccm.edu**](mailto:ljohnson@ccm.edu)  **John McConnell**, Specialist  Customized Training  (973) 328-5189  [**jmcconnell@ccm.edu**](mailto:tmeyer@ccm.edu) | NJ Council of County Colleges 330 West State Street  Trenton, NJ 08618  (609) 392-3434 **Fax**: (609) 392-8158  [**www.njccc.org**](http://www.njccc.org)  **Dr. Larry Nespoli,** President  (609) 392-3434  [**lnespoli@njccc.org**](lnespoli@njccc.org)  **Linda Lam,** V P & Policy ResearchOfficer  (609) 392-3434 X 103  [**lamlinda@aol.com**](mailto:laml@aol.com)  Consortium  Bob Bowman  (609) 392-3434 x 104  [**rbowman@njcc.org**](rbowman@njcc.org) |

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| Ocean County College College Drive P.O Box 2001  Toms River, NJ  08754-2001  (732) 255-0400 **Fax**: (732) 864-3855  [**www.ocean.edu**](http://www.ocean.cc.nj.us/)  XYZ  **Kathy Caro**, Administrator  Nursing & Allied Health  (732) 255-0400 x 2326 **Fax**: (732) 255-0497  [**kcaro@ocean.edu**](mailto:kcaro@ocean.edu)  **Sandy Figner**, Administrator  Technology & Professional Programs  (732) 255-0400 x 2146 **Fax**: (732) 255-0497  [**sfigner@ocean.edu**](mailto:sfigner@ocean.edu)  **Betty Ann Gannon,** Administrator  Community Programs  (732) 255-0400 x 2072 **Fax**: (732) 255-0497  [**bgannon@ocean.edu**](mailto:bgannon@ocean.edu)  **Joanne Padrone,** Director  Academy for Lifelong Learning  (732) 255-0469 **Fax**: 732-864-3858  [**jpadrone@ocean.edu**](mailto:jpadrone@ocean.edu)  **NOTE**  **Kathy Baranowski**, Coordinator  Customized Training  (732) 255-0400 x509  [**kbaranowski@ocean.edu**](mailto:kbaranowski@ocean.edu)  **SCEO**  **Debbie Robinson**, Director  Continuing & Professional Education  (732) 255-0509 **Fax**: (732) 255-0508  [**drobinson@ocean.edu**](mailto:drobinson@ocean.cc.nj.us) | Passaic County Community College One College Blvd.  Paterson, NJ  07505-1179  (973) 684-6800 **Fax:** (973) 684-5843  [**www.pccc.edu**](http://www.pccc.edu)  XYZ  **Lisa Hiscano**, Associate Director  Continuing Education  (973) 684-6213 **Fax:** (973) 523-6085  [**lhiscano@pccc.edu**](mailto:lhiscano@pccc.edu)  **NOTE**  **Lisa Hiscano,** Associate Director  Continuing Education  (973) 684-6213 **Fax:** (973) 523-6085  [**lhiscano@pccc.edu**](mailto:lhiscano@pccc.edu)  **SCEO**  **Jennifer Dudley**, Director  Continuing Education  (973) 684-6136 **Fax:** (973) 523-6085  [**jdudley@pccc.edu**](mailto:jdudley@pccc.edu)  **Other**  **Pat Nole,** Coordinator  Workforce Programs  (973) 684-6210  [**pnole@pccc.edu**](mailto:pnole@pccc.edu) |

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| Raritan Valley Community College P.O Box 3300  Somerville, NJ 08876  (908) 526-1200 **Fax: (**908) 526-3576  [**www.raritanval.edu**](http://www.raritanval.edu)  **XYZ**  **Brenda Fisher,** Program Director  Professional Development  (908) 526-1200 x 8367  [**bfisher@raritanval.edu**](mailto:bfisher@raritanval.edu)  **Ralph Dunhamn,** Program Director  Youth & Special Projects  **(**908) 526-1200 x8454  [**rdunhamn@raritanval.edu**](mailto:rdunhamn@raritanval.edu)  **Sourri Baetjer**, AssistantDean  Allied Health  (908) 218-8872  [**sbaetjer@raritanval.edu**](mailto:sbaetjer@raritanval.edu)  **NOTE**  **Julia West Johnson,** Associate Dean  Business Development  (908) 526-1200 x 8319  [**jwest@raritanval.edu**](mailto:jwest@raritanval.edu)  **Carol Clark,** Program Director  Workforce Development  908 526-1200 x 8377  **SCEO**  **Janet Luton Perantoni,** Dean  Corporate & Continuing Education  (908) 526-1200 x 8364 **Fax**: (908) 526-3576  [**jperanto@raritanval.edu**](mailto:jperanto@raritanval.edu) | **Other**  **Larry Jenkins,** Director  Small Business Development Center (SBDC)  (908) 526-1200 X 8515  [**ljenkins@raritanval.edu**](mailto:ljenkins@raritanval.edu)  **Bill Harnden,** Assistant Director,  Small Business Development Center (SBDC)  (908) 526-1200 x 8403  [**bharnden@raritanval.edu**](mailto:bharnden@raritanval.edu) |

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| Salem Community College 460 Hollywood Ave.  Carneys Point, NJ 08069  (856) 299-2100  [**www.salemcc.edu**](http://www.salemcc.edu)  **XYZ**  **Karen Berry,** Administrative Assistant  Business & Community Partnerships  Phone: (856) 351-2670 **Fax:** (856) 351-2776  [**kberry@salemcc.edu**](mailto:kberry@salemcc.edu)  **NOTE**  **Kevin P. Foley,** Manager  Business & Community Partnerships  (856) 351-2651 **Fax**: (856) 351-2776  [**kfoley@salemcc.edu**](mailto:kfoley@salemcc.edu)  **SCEO**  **Kevin P. Foley,** Manager  Business & Community Partnerships  (856) 351-2651 **Fax**: (856) 351-2776  [**kfoley@salemcc.edu**](mailto:kfoley@salemcc.edu) | Sussex County Community College One College Hill Road  Newton, NJ 07860  (973) 300-2140 **Fax:** (973) 300-2278  [**www.sussex.ed****u**](http://www.sussex.cc.nj.us)  **XYZ**  **Jaci Teune,** Administrative Manager  Corporate & Community Education  (973) 300-2143 **Fax:** (973) 300-2278  [**jteune@sussex.edu**](mailto:jteune@sussex.edu)  **NOTE**  **Sivaraman Anbarasan,** Dean  Corporate and Community Education  (973) 300-2141  [**sanbarasan@sussex.edu**](mailto:sanbarasan@sussex.edu)  **SCEO**  **Sivaraman Anbarasan,** Dean  Corporate and Community Education  (73) 300-2141  [**sanbarasan@sussex.edu**](mailto:sanbarasan@sussex.edu)  **Other**  **Colleen Leusink,** Program Coordinator  (973) 300-2287  [**cleusink@sussex.edu**](mailto:cleusink@sussex.edu) |

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| Union County College 1033 Springfield Ave.  Cranford, NJ 07016  (908) 709-7000 **Fax:** (908) 709-4025  [**www.ucc.edu**](http://www.ucc.edu)  **XYZ**  **Laura Frazeo**, Assistant Dean  Continuing Education  (908) 709-7604  [**frazer@ucc.edu**](mailto:horna@ucc.edu)  **NOTE**  **Eileen Mallor,** Director  Industry-Business Institute  (908) 709-7678  [**emallor@ucc.edu**](mailto:sapienza@ucc.edu)  **SCEO**  **Dr. Paul Jurmo**, Dean  Economic Development & Continuing Education (908) 659-5103  [**pjurmo@ucc.edu**](mailto:pjurmo@ucc.edu)  **Other**  **Shirley Hollie-Davis**, Assistant Dean  Center for Economic & Workforce Development  (908) 965-6022  [**sdavis@ucc.edu**](mailto:sdavis@ucc.edu) | Warren County Community College 475 Route 57 West  Washington, NJ 07882  (908) 689-7613 **Fax:** (908) 689-8032  **XYZ**  Vacant  Community Education Coordinator  **NOTE**  Vacant  Workforce and Industry Training Specialist  908-835-4029 **Fax:** 908-689-8032  SCEO  **Eve Azar**, Executive Director  Continuing Education  (908) 835-2432 **Fax:** (908) 689-8032  [**azar@warren.edu**](azar@warren.edu)  **Other**  **Diane Czar**, Coordinator  Allied Health  (908) 835-2333 **Fax:** (908) 689-8032  [**czar@warren.edu**](mailto:czar@warren.cc.nj.us)  **Marianne VanDeursen**, Coordinator  Medical & Dental Assisting  (908) 835-2430 **Fax: (**908) 689-8032  [**vandeursen@warren.edu**](mailto:vandeursen@warren.cc.nj.us) |

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